



September 3, 2019

Beryl Lipton
MuckRock News
79272-08154275@requests.muckrock.com

Re: Public Records Request

Dear Ms. Lipton:

The Public Records Request referenced below was received by the Research & Development Unit of the San Jose Police Department on August 23, 2019 for processing.

***Request #1:** Any and all materials, indices, directives, and guiding documentation regarding the forms generated and retained by this agency, including but not limited those used in the course of all duties: response to an incident or call, collection of evidence, interaction or communication with individuals or potential witnesses, patrol, arrests, booking, investigation, follow-up visits and interactions, chain of custody, creation of criminal files.*

SJPD Response #1: Please refer to the San Jose Police Department's Duty Manual online:
<http://www.sjpd.org/records/dutymanual.asp>

***Request #2:** Please also provide the name or documentation sufficient to show the primary and supplemental records management systems in use by this agency.*

SJPD Response #1: The records management system used by the San Jose Police Department is called Versadex.

Questions regarding this response should be directed to April Benoit, Research & Development Unit, at april.benoit@sanjoseca.gov or 201 West Mission Street, San Jose, CA 95110. Should you desire to appeal this response, please submit your appeal to:

Open Government Manager
City of San Jose, Office of the City Manager
200 East Santa Clara Street
San Jose, CA 95113
PublicRecordsRequest@sanjoseca.gov

Or City of San Jose, Office of the City Clerk
200 East Santa Clara Street
San Jose, CA 95113
cityclerk@sanjoseca.gov

Sincerely,

Edgardo Garcia
Chief of Police

By April Benoit
Research and Development Unit

EG:AB